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1201 MAIN STREET, SUITE 1000
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Human Resources Directors of All Agencies, Departments, Institutions, and Commissions

FROM: Karl McCottry

SUBJECT: Human Resources Information System (HRIS) Update

DATE: February 25, 2005

The Office of Human Resources has added a field for supervisor position number. This will change the system layout and increase the size of the file for all agencies that send and/or receive batch or tape transfers. Attached are the changes to the system layout.

We ask that you notify your Information Technology Department of the addition so that the necessary change can be made for batch and tape transfer prior to March 21, 2005.

If you have any additional questions regarding the HRIS changes, please contact your Human Resources Consultant at 803-737-0900.